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**MEDINA PASSPORT APPLICATION ACCEPTANCE AGENCY OFFICE HOURS:  
MONDAY THRU FRIDAY, 9 A.M. TO 4 P.M. (APPOINTMENTS REQUIRED),  
UNLESS OTHERWISE POSTED**

**US PASSPORT DS-11 APPLICATION REQUIREMENTS**

1. Certified Birth Certificate, previously issued US Passport, or Naturalization Certificate. *Hospital issued birth certificates are not acceptable.*
2. One current passport photo – 2 x 2 with a white background (see application for photo requirements). There are several locations nearby that provide photo service, including Kinkos, Costco, and Omega Photo.
3. Valid driver's license, plus a photocopy of driver's license (back and front). State ID may be accepted in limited cases.
4. Social security number for all applicants regardless of age.
5. Check or Money Order ONLY, payable to the US Department of State. (We no longer accept one payment for multiple applications. They must be paid individually.)
  - **Adults (age 16 and older) \$110.00, valid for 10 years**
  - **Minors (age 15 and under) \$80.00, valid for 5 years**
6. Separate check, Visa, Master Card, money order, or cash to City of Medina.
  - **\$25.00 per application (all ages)**
7. Expedited (rushed) service is available: Passport arrives in approximately 2-3 weeks
  - Additional \$60.00 per application (all ages)

**ALL APPLICANTS MUST APPEAR IN PERSON (BOTH MINORS AND ADULTS)**

Minors under age 16: Both parents must be present or provide a notarized consent form (DS-3053 for each minor) in lieu of one parent. If the minor has had a previous passport both the passport and birth certificate need to be submitted.

Passports and required documentation are mailed directly to the applicant.

If traveling in 14 days or less you must contact the US Passport Agency in Seattle at (877) 487-2778 to schedule an appointment directly with them. All application, processing and expedited fees will apply.

The State Department offers Passport Cards for land and sea travel only to Canada, Mexico, Bermuda, and the Caribbean. This card does not apply to air travel or for any other countries.

All application requirements and validity are the same as for a passport, but the fees are different.

- \$30.00 Adults (age 16 and older)
- \$15.00 Minors (age 15 and under)
- \$25.00 per application execution fee (all ages)

For additional information visit: [www.travel.state.gov/passport](http://www.travel.state.gov/passport)